

Retention and Classification Report

Agency: District Court (First District : Box Elder County) (1673)

P.O. Box 873
43 North Main
Brigham City, UT 84302-0873
734-2433

Records Officer

84827	Adoption case files
11795	Civil case files
11797	Criminal case files
07133	Daily court actions
85172	Declarations of intention record books
84095	Inheritance tax liens registers
11796	Probate case files

AGENCY: District Court (First District : Box Elder County)

SERIES: 84827

4

TITLE: Adoption case files

DATES: i [ca. 1875]-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/1983

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 9 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

APPRAISAL:

Historical

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment. They enforce or protect private rights and prevent or redress private wrongs. The value of the judge's decrees and final judgments to parties in an action may well extend beyond their immediate administrative use.

AGENCY: District Court (First District : Box Elder County)

SERIES: 84827

TITLE: Adoption case files

(continued)

PRIMARY CLASSIFICATION:

Exempt Rule 4-202l02(11), CJA

AGENCY: District Court (First District : Box Elder County)

SERIES: 11795

4

TITLE: Civil case files

DATES: 1893-

ARRANGEMENT: Numerical by case number.

ANNUAL ACCUMULATION:

DESCRIPTION:

Included in the archives' hard copy holdings are early cases ranging from case number 2270 to 4142 and including numbers 5539 and 5839 (dated 1889-1894) and case numbers 1 through 301 (dated 1892-1899). Microfilm copies cover a broader span. Holdings include cases started in the Fourth District Court and moved to First District.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center for 10 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical Legal

Historic court records provide information about individuals and about legal processes. Civil cases include divorces and ownership issues. Civil judgments may be of longstanding relevance,

AGENCY: District Court (First District : Box Elder County)

SERIES: 11795

TITLE: Civil case files

(continued)

particularly judgments on water rights issues.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (First District : Box Elder County)

SERIES: 11797

4

TITLE: Criminal case files

DATES: 1850-

ARRANGEMENT: Numerical by case number.

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment. They enforce or protect private rights and prevent or redress private wrongs. The value of the judge's decrees and final judgments to parties in an action may well extend beyond their immediate administrative use.

AGENCY: District Court (First District : Box Elder County)

SERIES: 11797

TITLE: Criminal case files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (First District : Box Elder County)

SERIES: 7133

4

TITLE: Daily court actions

DATES: i 1981-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Documents filed daily in civil, criminal and probate matters.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: Retain in Office until microfilmed and then file in case file.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office for 9 years or until case file is microfilmed and then destroy.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (First District : Box Elder County)

SERIES: 85172

4

TITLE: Declarations of intention record books

DATES: i 1896-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

These volumes contain declarations of individuals' intentions of becoming U.S. citizens. They were to be completed at least two years prior to applying for naturalization. Certificates of citizenship are issued when the individual is naturalized. The first volume contains blanks for the insertion of the individual's name, sovereign, date, signature, and witness signature. Beginning in 1906, more detailed federal forms were used. These forms also include personal description, vital statistics information, and emigration information. By 1916, marital status was included along with spouse's name and vital statistics data.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

AGENCY: District Court (First District : Box Elder County)

SERIES: 85172

TITLE: Declarations of intention record books

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (First District : Box Elder County)

SERIES: 84095

4

TITLE: Inheritance tax liens registers

DATES: i 1950-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

The district court clerk registers the estate settlements showing the heirs, devisees, or grantees, and their relationship to the deceased. This settlement was then assessed for tax purposes. Appraisal of property is included and the executor or administrator is named. If any real estate was subject to lien the lien was also registered.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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AGENCY: District Court (First District : Box Elder County)

SERIES: 11796

3

TITLE: Probate case files

DATES: 1906-

ARRANGEMENT: Numerical by case number.

ANNUAL ACCUMULATION:

DESCRIPTION:

Probate case files from the 1st District Court in Box Elder County primarily involve the probate of estates for deceased persons and guardianship for minors and incompetent persons. Probate is judicial oversight of property in transition. Probate of estates is the process by which a deceased person's property is identified and maintained, his debts and taxes paid, and then remaining property distributed to beneficiaries as specified in a will or as required by law for persons who die intestate (without a will). In guardianship cases probate is the establishment of a guardian for minors or incompetent adults who hold property that needs management. In addition to probate these case files also include name changes and some adoptions.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: District Court (First District : Box Elder County)

SERIES: 11796

TITLE: Probate case files

(continued)

APPRAISAL:

Historical

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment. They enforce or protect private rights and prevent or redress private wrongs.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Exempt.

UCA 78-30-15 (2008). As of 1 July 1999, adoptions become public after 100 years; until then they are sealed and only obtainable through the court. This series includes adoption case files.